Rollingwood City Council
Budget Action Request
Department Worksheet

Date: August 2025 **WORKING DRAFT**
Fund Name and Number: General Fund - 100
Dept Name and Number: Admin - 10

Line Item	Description From Budget	2022-2023 Budget	2023-2024 Budget	2024-2025 Budget	**2025-2026 Proposed Budget**	Percent Increase (Decrease)	Comments
5000	Salary	$ 107,936	$ 111,547	$ 204,208	$ 109,293	-46%	5% COLA for non-contract staff (FY2025 included $100,000 exceptional item)
5002	Holiday Compensation	$ 5,000	$ 7,000	$ 7,500	$ 7,500	0%	
5007	Stipends/Certifications		$ 4,270	$ 4,500	$ 4,500	0%	
5009	Retirement Payout Reserve	$ 15,000	$ 15,000	$ 15,000	$ 15,000	0%	Based on future retirement eligibility; rolls to fund balance at EOY
5010	Training/Team Building	$ 10,000	$ 10,000	$ 12,000	$ 10,000	-17%	Dinner for Staff at evening meetings, council dinners, staff events, Admin dept. training
5020	Health Insurance	$ 11,900	$ 9,200	$ 9,600	$ 11,520	20%	Actual
5030	Workers Comp. Insurance	$ 3,000	$ 3,000	$ 2,800	$ 2,216	-21%	Actual
5035	Social Security/Medic. Tax	$ 8,257	$ 9,396	$ 16,540	$ 9,279	-44%	7.65% of salary related line items
5040	Unemployment Comp. Ins.	$ 100	$ 110	$ 141	$ 141	0%	Actual
5050	TMRS Exp.	$ 12,952	$ 15,966	$ 28,648	$ 17,224	-40%	14.2% of salary related line items
5116	Storm-Related Payroll	$ -	$ -	$ -	$ -	#DIV/0!	
	Total Personnel Expenses	**$ 174,145**	**$ 185,489**	**$ 300,936**	**$ 186,672**	-38%	
5101	Fax Copier	$ 2,500	$ 2,500	$ 2,500	$ 3,000	20%	Based on Use
5103	Printing and Reproduction	$ 3,000	$ 3,000	$ 2,000	$ 1,750	-13%	Based on Use
5110	Postage	$ 2,000	$ 2,000	$ 1,500	$ 1,500	0%	Lease = $500/quarter, Admin paying 25% plus postage
5120	Subscriptions and Membership	$ 5,000	$ 5,000	$ 5,000	$ 4,000	-20%	Based on Use
5125	Travel	$ 3,000	$ 3,000	$ 4,500	$ 4,000	-11%	
5140	Telephone	$ 3,500	$ 2,500	$ 6,031	$ 6,500	8%	
5157	Records Management	$ 3,000	$ 4,000	$ 6,500	$ 10,000	54%	Phase out of current records storage vendor; digitize historical documents and transition to Laserfiche Cloud
5158	Office Supplies	$ 6,000	$ 7,000	$ 6,000	$ 5,000	-17%	Based on Use
5198	Maintenance & Supplies - Janitorial	$ 6,000	$ 6,000	$ 6,000	$ 6,000	0%	Split Janitorial Contract with 100-55 Fieldhouse Maintenance/ Janitorial
	Total Supplies & Operations Expenses	**$ 34,000**	**$ 35,000**	**$ 40,031**	**$ 41,750**	4%	
5210	Legal Services	$ 90,000	$ 90,000	$ 90,000	$ 70,000	-22%	
5211	Legal Services - TPIA	$ 7,500	$ 7,500	$ 5,500	$ 3,500	-36%	For processing Public Information Requests
5214	Emergency Notification System	$ 2,400	$ 1,500	$ 1,500	$ 1,600	7%	Rave
5217	Payroll Services	$ 5,000	$ 6,000	$ 9,000	$ 9,000	0%	
5226	Drug Testing	$ 100	$ 100	$ 100	$ 500	400%	2 drug tests
5227	Bilingual Assessments	$ -	$ 200	$ 200	$ 200	0%	
5230	Audit	$ 20,000	$ 20,000	$ 22,000	$ 23,000	5%	Actual
5231	Health Fee/Travis County	$ 1,500	$ 1,500	$ 1,500	$ 1,500	0%	
5236	Communication and Outreach	$ 15,000	$ 5,000	$ 5,000	$ 2,500	-50%	Previous years: 22-23 Bond Election, 23-24 CRCRC survey/Buie costs. This year: SMST election
5237	Tax Assessment/Collection	$ 2,500	$ 2,500	$ 2,500	$ 2,500	0%	Actual - Pay County for collecting taxes
5240	Insurance - Prop & Gen Liab.	$ 10,650	$ 14,000	$ 16,403	$ 16,647	1%	Actual
5250	Insurance - Official Liability	$ 4,000	$ 5,300	$ 5,900	$ 4,284	-27%	Actual
5258	ACL Event	$ 10,500	$ 10,500	$ 10,500	$ -	-100%	Moved to Police Dept. budget
5260	Appraisal District - Travis County	$ 10,000	$ 10,000	$ 15,400	$ 17,200	12%	Pay Appraisal district to appraise taxable values. Current $4,093.57/qtr., expected to increase
5270	Engineering Services	$ 20,000	$ 25,000	$ 20,000	$ 20,000	0%	Based on Use.
	Total Contractual Services	**$ 199,150**	**$ 199,100**	**$ 205,503**	**$ 172,431**	-16%	
5300	Computer Software/Support	$ 50,000	$ 50,000	$ 40,000	$ 40,000	0%	Univista IT Contract (4,740/mo.) Internet Service (~980/mo.) - Office Licenses (~478/mo.) Admin paying 25% + Incode ongoing costs and additional licenses + Adobe Licenses (100% Admin)

5301	Public Meeting Technology	$ 14,000	$ 14,000	$ 11,000	$ 11,000	0%	CivicPlus ($6,200 annual meetings subscription and video timestamping) + Zoom (Annual $300 + $160/mo) = $8,420; Remaining is for any repairs/maintenance
5302	Website and Digital Codification	$ 5,500	$ 14,000	$ 12,000	$ 12,000	0%	
5311	IT Services - TPIA	$ 2,000	$ 2,000	$ 1,500	$ 1,500	0%	For PIR email search compliance
5325	Election Services	$ 2,000	$ 2,000	$ 1,500	$ 2,000	33%	
5330	Election Public Notices	$ 1,000	$ 2,000	$ 1,800	$ 4,000	122%	Prices increasing with AAS; two elections this year
5331	Advertising	$ 2,000	$ 2,000	$ 3,500	$ 3,500	0%	Based on use - Austin American Statesman for notices
5340	Miscellaneous	$ -	$ -	$ -	$ -	#DIV/0!	
5341	Zilker Clubhouse	$ 1,350	$ 1,350	$ 1,350	$ 1,500	11%	
	Total Miscellaneous/Other Expenses	**$ 77,850**	**$ 87,350**	**$ 72,650**	**$ 75,500**	4%	
5413	Furniture	$ 1,000	$ 1,000	$ 1,000	$ 1,000	0%	
5414	Computers	$ 1,000	$ 2,000	$ 1,000	$ 1,000	0%	
	Total Capital Outlays	**$ 2,000**	**$ 3,000**	**$ 2,000**	**$ 2,000**	0%	
5525	4B Sales Tax Allocation	$ 200,000	$ 150,000	$ 150,000	$ 200,000	33%	Based on Actual revenue
	Total Non-Departmental Expendiures	**$ 200,000**	**$ 150,000**	**$ 150,000**	**$ 200,000**	33%	
	TOTAL EXPENDITURES	**$ 687,145**	**$ 659,939**	**$ 771,120**	**$ 678,353**	-12%	
		2022-2023	2023-2024	2024-2025	2025-2026		

Exceptional Line Item Requests for Current Budget Cycle by Priority Level

Line Item	Requested Amount	Comments
Total Exceptional Items Requested:	**$ -**	

Total Budget Allocation Requested:	$	678,353
Total Exceptional Items Requested:	$	-
Grand Total Budget Request for Department:	**$**	**678,353**
	$	(92,767)
		-14%